

Position Information

Job Title	Prospect Research Manager
Job Code Title	
Job Requisition Number	092607
Department	2205- LIB University Librarian
Location	Morningside
Job Type	Officer Full-Time Regular
Bargaining Unit	
If temporary, indicate duration	
Hours Per Week	
Job Family	Development / Alumni Relations
Salary Grade	12
Salary Range	Commensurate with experience
Advertised Summary Job Description	Reporting to the Associate Director for Development in the Columbia Libraries, the Prospect Research Manager will lead prospect research and prospect management activities.

Major Responsibilities:

Undertake research to identify major gift prospects, build donor/prospect profiles, provide comprehensive briefings to development and senior management staff and maintain records in Athena database.

Use multiple software suites to extract, assess, aggregate, and migrate data to achieve optimal information capture and distillation of donor/prospect engagement in order to inform decision making. Data sources may include event management software, Athena database, email marketing software, and client relationship management software. Request, run and analyze reports from Athena database and other software in use.

Assist Libraries development & communications staff with fundraising appeals, proposals, and stewardship efforts.

Develop and maintain an overall communications calendar of the following types of constituent engagement: public events, invited events, mass appeals, targeted mailings, and stewardship communications

Coordinate timely processing of gifts, acknowledgements, and underlying documentation of fundraising/friend-raising appeals at all levels.

Work with Associate Director Grants Administration on proactive cultivation of institutional funders and grant stewardship efforts.

As one of the world's leading research universities, Columbia University in the City of New York provides outstanding opportunities to work and grow in a dynamic, multicultural, intellectual community. The Columbia University Libraries are comprised of a diverse and engaged staff committed to furthering the University's teaching and research mission through innovation, collaboration, and a commitment to excellence.

Columbia University is an Equal Opportunity/Affirmative Action Employer and strongly encourages individuals of all backgrounds and cultures to consider this position.

Bachelor's degree and 3 years related experience or an equivalent combination of education and experience
Excellent interpersonal, verbal, and written communication skills; courteous and knowledgeable interaction with members of the public as well as University staff is essential
Strong self-starter skills: ability to work independently on projects and meet deadlines
Excellent organizational skills with an aptitude for managing multiple tasks simultaneously
Attention to detail and ability to present [and document] information in a clear and compelling manner
Knowledge of client relationship management and communications software suites and data manipulation/reporting practices
Knowledge of and experience working on relational database migration & data conversion

Minimum Qualifications for Grade Applicant **MUST** meet these minimum qualifications to be considered an applicant

Additional Position-Specific Minimum Qualifications Applicant **MUST** meet these minimum qualifications to be considered an applicant

Special Instructions

Preferred Qualifications

Fundraising experience in higher education or not-for-profit sector

Essential Functions

Additional Essential Functions (Limit to 3950 characters.)

Special Indications This position works with:

There are no special indications for this position

HIPAA Compliance training required

No

Participation in Medical Surveillance required

No

What type of posting? Is this a waiver request?

Standard Posting

Requisition Open Date

04-27-2018

Requisition Close Date

Open Until Filled

Quick Link

jobs.columbia.edu/applicants/Central?quickFind=168901

EEO Statement

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Local Hiring

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